

## UTILITY BOARD/COMMON COUNCIL

Tuesday, March 22, 2016

7:00 P.M.

The Common Council and Utility Board of the City of Huntingburg met in joint session at its regularly scheduled meeting time on Tuesday, March 22, 2016 at the hour of 7:00 P.M. in the Council Chambers of the Huntingburg City Hall at 508 E. Fourth Street, Huntingburg, Indiana. Members Wehr, Bounds, McPherron, Kissling and Blessinger were present. Also present were Mayor Spinner, City Attorney Schneider and Clerk-Treasurer Dippel.

Mayor Spinner called the meeting to order.

A motion was made by Blessinger seconded by McPherron and carried to approve the minutes of the March 8, 2016 meeting.

A motion was made by Kissling, seconded by Bounds and carried to approve the claims as presented.

Heidi Reller, Executive Director of the Huntingburg Housing Authority, was present to request the City waive the Payment in Lieu of Taxes for 2015 due in 2016. The City waived or refunded the 2013 and 2014 Payment in Lieu of Taxes. She indicated the need for funds to go toward updating Friendship Village. She indicated she is getting ready to apply for a forgivable loan from the Federal Home Loan Bank of Indianapolis (FHLBI) and that any help the City could give would help in the match needed to secure the compliance loan.

A motion was made by McPherron, seconded by Bounds and carried to forgive the Payment in Lieu of Taxes from the Huntingburg Housing Authority in the amount of \$9,180.00 for 2015 and to direct these funds be used toward the funding the Huntingburg Housing Authority is seeking for rehabilitation services.

The Mayor indicated an amendment to the City of Huntingburg Policy and Procedure Manual needs to be considered. Sue Tooley, Office Manager, addressed the Council indicating the need to include all part-time and seasonal employees, as well as volunteers in the drug and/or alcohol testing. The proposed changes are included as Exhibit A to these minutes.

A motion was made by Kissling, seconded by Wehr and carried to approve the changes as proposed (Exhibit A) to the City of Huntingburg Policy and Procedure Manual.

The Mayor presented a proposed contract between the City of Huntingburg and Eck-Mundy Associates, Inc. for computer services. He noted it was the same contract as last year except the rate is increased to \$110.00 per hour from \$95.00 per hour. The contract is for 1 year.

A motion was made by Blessinger, seconded by McPherron and carried to approve the computer services contract between the City of Huntingburg and Eck-Mundy Associates, Inc. as presented.

Planning Director Lake presented a recommendation from the Huntingburg Economic Development Commission to the Huntingburg Common Council in favor of the Indiana Municipal Power Agency (IMPA) tax abatement. The recommended tax abatement would be for 5 years as follows:

Year 1	100%
Year 2	100%
Year 3	75%
Year 4	50%
Year 5	25%

Lake indicated that the proposed abatement is for \$2,896,587 of personal property only.

A proposed preliminary declaratory resolution was presented for consideration.

A motion was made by McPherron, seconded by Kissling and carried to adopt Resolution No. 2016-09 as presented and to set a date of April 12, 2016 at 7:00 P.M. in the Council Chambers of Huntingburg City Hall for a public hearing on the proposed IMPA tax abatement and this resolution. Resolution No. 2016-09 is entitled:

**A PRELIMINARY DECLARATORY RESOLUTION DESIGNATING AN  
ECONOMIC REVITALIZATION AREA AND FIXING A DATE, TIME AND  
PLACE FOR A PUBLIC HEARING THERON FOR THE INDIANA MUNICIPAL  
POWER AGENCY**

Energy Superintendent Reutepohler presented the monthly Electric report. He indicated that during the monthly inspection, a leak was discovered in the main transformer at the Central Substation, noting the need next week to shut it down and move the load to the North Substation for the 2 or 3 day repair.

Reutepohler presented the monthly Gas report. He informed the Board of the needed repair to a washout ditch exposing the gas line on South Cherry Street. He also indicated that INDOT is going to repair an intersection at State Highway 56 and Klemper Road in Jasper, so we will have to move the existing gas line.

Reutepohler handed out required information to all elected officials present pertaining to pipeline safety and damage prevention and the 811 call before you dig requirements. He indicated that the information is required to be given to all elected officials every 3 years. The handout is Exhibit B.

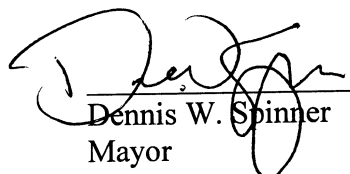
Doug Buresh and Dan Worl of IMPA were present to lead a discussion on issues with customer-owned renewable electricity generation. He presented previously a model ordinance allowing net metering with required safeguards and tariffs; The net metering tariff, to be passed with the ordinance; a form net metering agreement, which is the contract between the utility and the net metering customer to protect the safety of line workers; and a form application, which should be completed by customers interested in net metering, which calls for a \$100.00 application fee. He indicated that he expects to see more customers choosing to self-generate their own electricity in the future and wants the City to be ready for the protection of the City and ratepayers. Discussion followed. It was noted that the issue would be placed on the agenda at a future date.

Water Superintendent Miller presented his monthly report. He indicated the new employees, Jace Merkel and Jason Voegerl, are doing well. Miller also noted a plant operator (Bill Arvin) resigned and he is in the process of hiring a new plant operator.

Miller noted that hydrant flushing is in its second week and private water hydrants at the Southridge High School, Southridge Middle School and Huntingburg Elementary School were included this year.

The Mayor indicated that a preconstruction meeting will be held on April 18, 2016 with FER-PAL Construction for the CIPP 4<sup>th</sup> Street water project. He also indicated that two public meetings concerning the CIPP 4<sup>th</sup> Street project will be held with City employees, the project engineer and the construction firm, on April 19, 2016; one at 9:00 A.M. and another at 5:00 P.M.; to field questions from the public. He noted that construction is to start on April 26, 2016.

There being no further business before the Council, a motion was made by Kissling, seconded by Bounds and carried to adjourn the meeting at 8:13 o'clock P.M.

  
Dennis W. Spinner  
Mayor

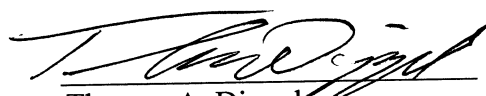
  
Thomas A. Dippel  
Clerk-Treasurer

EXHIBIT A  
CC/UB MARTIN  
3/22/16  
7:00p.m

Changes and update made to:

Section I, sub-section 2.1 on page 3 and Section II, sub-section 1.0 on page 9.

## 2.1 Employees who have a direct responsibility to the public

All City of Huntingburg employees who have a direct responsibility to the public will also be subject to additional testing requirements described in this policy under Section II. This applies to all full-time, part-time and volunteer employees. Covered employees include but is not limited to: Firemen, Reserve/Auxiliary Police, Building Inspector, Elected Officials (see 2.2 below), City Attorney, Summer/Seasonal Help, and any other employee of the city who has a direct responsibility to the public. This policy applies when they are on city property or when performing any city-related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work.

## SECTION II - TESTING REQUIREMENTS

The following situations will require drug and/or alcohol testing:

### 1.0 Pre-employment

A drug test only will be required before an individual is hired or after an offer to hire. This includes any prospective employee hired full or part time for any position described in Section I, sub-section 2, in all departments. A drug test is also required on a current employee who moves from a non DOT position to a position covered by DOT regulations as a result of bidding, job appropriation/recall or is otherwise transferred or promoted. (Example: a city employee who obtains a CDL license to move from a non CDL position to a CDL position would be required to have a pre-employment drug test.)

Midwest Toxicology Services, LLC  
317/262-2205 FAX 317/262-2222  
[tiffany.ellefson@midwesttox.com](mailto:tiffany.ellefson@midwesttox.com)





CC/UB; 3/22/16; 7:00pm.  
EXHIBIT B

## Huntingburg Gas Utility

508 North Van Buren Street

683-3622 Office

683-2327 after- Hours 24/7

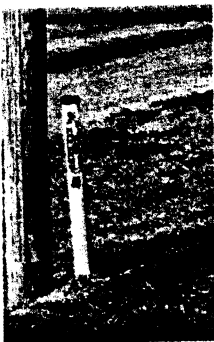
You are receiving this information because the decisions you make regarding land use and property development in your jurisdiction may impact the pipelines in your area. While accidents pertaining to pipeline facilities are rare, awareness of the location of the pipeline, the potential hazards, and what to do if a leak occurs can minimize the number of accidents.

### *How to recognize the location of a pipeline*



**811** – 99% of all incidents involving injury, damage and service outages can be avoided by making a FREE CALL to 811. Your call should be made at least two business days prior to excavating. Simply dial 811 and give the information about the type of digging you plan to do and within 48 hours all of the various underground utilities will be marked. For more information visit the website at [Indiana811.org](http://Indiana811.org).

**NPMS-** National Pipeline Mapping System was created by U.S. Department of Transportation and other various federal and state governmental agencies along with pipeline industry to provide information on locations of pipelines. For more information visit the website at [npms.phmsa.dot.gov](http://npms.phmsa.dot.gov).



**Pipeline Markers-** Markers are located in the pipeline right-of-way and indicate the approximate location, but not depth of a buried pipeline. The markers display the product transported, the name of the operator and a telephone number where to reach the operator in an event of an emergency.

## ***How to recognize a pipeline leak***

**Sight** – Natural gas is colorless and nearly invisible to the eyes. Small leaks can be identified by looking for dying or discolored vegetation in a naturally green area.

**Sound** – A leak can range from a quiet hissing to a loud roar, depending on the size and nature of the leak.

**Smell** – Mercaptan, a non-toxic gas is added to give the natural gas an odor described as rotten eggs or rotting cabbage.

***If you suspect a pipeline leak call the Gas Utility at 812-683-3622 during working hours or at 812-683-2327 for after hours.***

## **Pipeline Safety and Damage Prevention**

The Gas Utility has been a member of Indiana 811 since 2003 and Gas employees attend training to stay up to date on the laws. We are also founding members of the Southwest Damage Prevention Council that started in March of 2015 to introduce contractors, utilities companies, and gas officials for continued education and face to face encounters for a better understanding of each other's needs during various projects.

Public Awareness is also a big part of damage prevention that is achieved throughout the year with many different activities such as:

- Mailers to contractors, emergency personnel, persons living along a pipeline that are not customers and fliers that are in our utility bills.
- Posting banners throughout the City to remind the Public to call 811 before any digging project.
- Involvement in the Herbstfest Parade where we give the Public various trinkets with the 811 and Huntingburg Gas Utility information including the contact numbers and emergency materials.
- We are in the planning phase of an event with Indiana Pipeline Awareness Association (INPAA) and Indiana 811 to promote awareness possibly at a Dubois County Bombers home game this summer.